



**Laboratory Field Services
Laboratory Personnel Website
(LPW)**

**User's Manual
Version 1.3**

September 18, 2006

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Introduction

California law mandates that clinical laboratory scientists, specialists, and phlebotomists be licensed or certified by the Department of Health Services Laboratory Field Services Branch to ensure accurate and reliable clinical laboratory testing in California. The purpose of the Laboratory Personnel Website is to assist you to confirm the validity of clinical licenses and certificates with this searchable list online. Appearance on the list as active verifies the current validity of any license or certificate.

Please note that this searchable list is as accurate as current information allows. However, new licenses/certificates or those in renewal that are not listed may still be in the process of being updated. So if you have any concern about information posted on this website, or the license that was searched for contains a non-active status, please contact LFS using the email link provided on the main page of this website or call the LFS main telephone line at 510-620-3800 for further verification.

Accessing Laboratory Personnel Website

To access the Laboratory Personnel Website:

1. Open your Internet browser.
2. Enter <http://www.applications.dhs.ca.gov/lpw/>
3. The following main page will be displayed. In addition to the introduction of this website, we see that there are three things of interest to you:
 - The date the database was last updated
 - The link to start clinical license search
 - The link to email us your comments or concerns about information posted on this site

The screenshot shows the Laboratory Personnel Website interface. At the top, a blue navigation bar contains links: [California Home](#), [CDHS Home](#), [CDHS Comments](#), [CDHS Search](#), and [CDHS Organization](#). The date "Monday, September 18, 2006" is displayed on the right. Below the navigation bar is a banner with the text "Welcome to California" and a collage of California landmarks. The main content area is titled "Laboratory Field Services Branch" and "Laboratory Personnel Website". It features a search bar with a "Search" button and links for "My CA" and "This Site". A section titled "Database Last Updated 9/18/2006" includes a link "Click Here to Search". Below this, a paragraph states: "California law mandates that all clinical laboratory scientists, specialists, and phlebotomists be licensed or certified by the Department of Health Services Laboratory Field Services Branch (LFS) in order to seek employment in California. The purpose of this site is to assist you to confirm the validity of licenses and certificates with this searchable list online. Appearance on the list as active verifies the current validity of any license or certificate." Three callout boxes with arrows point to specific elements: "Last database update date" points to the "Database Last Updated 9/18/2006" text; "A link to the search page" points to the "Click Here to Search" link; and "A link to email LFS your comments or questions" points to the "please click here to send an e-mail to LFS Webmaster" link in the footer. The footer also includes a paragraph about a sixty-day grace period for renewals and a note about the accuracy of the searchable list.

California Home CDHS Home CDHS Comments CDHS Search CDHS Organization Monday, September 18, 2006

Welcome to California

CDHS Home
[Printer Friendly Version](#)

Prevention Services
[Home Page](#)

Division of Laboratory
Science Home Page

Laboratory Field Services

Tool Box

Adobe Acrobat Reader

The Adobe Reader is required to view several documents contained on this website

California Department of Health Services

Laboratory Field Services Branch

Laboratory Personnel Website

Database Last Updated 9/18/2006

[Click Here to Search](#)

California law mandates that all clinical laboratory scientists, specialists, and phlebotomists be licensed or certified by the Department of Health Services Laboratory Field Services Branch (LFS) in order to seek employment in California. The purpose of this site is to assist you to confirm the validity of licenses and certificates with this searchable list online. Appearance on the list as active verifies the current validity of any license or certificate.

A sixty-day grace period for renewals is granted to allow the Department processing time. The licensee is allowed to practice his/her trade beyond the license expiration date through the end of the grace period.

No grace period is granted for cytology and phlebotomy licenses/certificates. These licenses/certificates must be renewed by the expiration date.

Please note that this searchable list is as accurate as current information allows. However, if you discover an error or have a concern, [please click here to send an e-mail to LFS Webmaster](#) or telephone LFS at 510-620-3800 and the listing will be investigated for accuracy and possibly updated. Sending an e-mail will allow us to respond more quickly to your message.

Last database update date

A link to the search page

A link to email LFS your comments or questions

Validating a License

The Laboratory Personnel Website provides three methods for retrieving and validating clinical licensing data:

- **Search by License Number** – This is the fastest and most direct way of validating a given license number.
- **Search by Last Name, First Name and Category** – This method should be used when you know the exact spelling of a scientist's name.
- **Search by Last Name and Category** – This is the most exhaustive search method and may produce numerous matches.

Search by License Number

After clicking the link to the search page, the Laboratory Personnel License Search page should appear. From the example below, we see that the user has selected the "Search by License Number" option and is looking for information about a clinical license of "MTE" license type and license number equals 7654321. It is not necessary to enter the leading zeros.

The screenshot shows the "Laboratory Personnel License Search" page. The page has a blue header with navigation links: California Home, CDHS Home, CDHS Comments, CDHS Search, and CDHS Organization. The date "Monday, September 18, 2006" is displayed on the right. Below the header is a "Welcome to California" banner with various images. The main content area is titled "Laboratory Field Services Branch" and "Laboratory Personnel License Search". It features a search form with the following fields: License Type (a dropdown menu with "MTE" selected), License Number (a text box containing "7654321"), Last Name (a text box), First Name (a text box), Last Name State (a text box), and Category (a dropdown menu with "(ALL)" selected). There are "Search" and "Open" buttons. A "Back to Main Page" link is also present. On the left side, there is a sidebar with links: CDHS Home, Printer Friendly Version, Prevention Services Home Page, Division of Laboratory Science Home Page, Laboratory Field Services, and a Tool Box. The Tool Box contains an Adobe Acrobat Reader icon and a message: "The Adobe Reader is required to view several documents on this website." Three callout boxes with arrows point to specific elements: "Click on the first option" points to the "License Type" dropdown, "Select a license type" points to the "MTE" option in the dropdown, and "Enter the license number" points to the "License Number" text box.

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Tool Box

Adobe Acrobat Reader

The Adobe Reader is required to view several documents on this website

Laboratory Field Services Branch

Laboratory Personnel License Search

License Type MTE License Number 7654321

Last Name First Name

Last Name State

Category (ALL)

Search Open Back to Main Page

Click on the first option

Select a license type

Enter the license number

After selecting a license type and entering the license number, press the “Search” button. If a match is found, the license information is retrieved directly. If a scientist holds several clinical licenses, all licenses related to the scientist will be displayed as we can see from the page below.

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Tool Box



The Adobe Reader is required to view several documents contained on this website



Laboratory Field Services Branch

My CA  This Site 

Laboratory Personnel License Search

License Details
Licensee: JOHN SMITH
License Number: MTE 07654321
License Title: CLINICAL MICROBIOLOGIST SCIENTIST
Status: Active
Issue Date/Last Renewal Date: 1/31/2006
Expiration Date: 12/31/2006
Grace Period Ends: 3/1/2007

} License that was searched for

Licensee: JOHN SMITH
License Number: PHB 01234567
License Title: PUBLIC HEALTH MICROBIOLOGIST CERTIFICATION
Status: Active
Issue Date/Last Renewal Date: 1/1/1981
Expiration Date: none
Grace Period Ends: N/A

} Other license held by the scientist

End of License Details
 [Back to Main Page](#)

Press the “Return to Search” button to view your original search criteria or start a new search. Or, click [Back to Main Page](#) to exit out of the search when you are done.

When we click the “Return to Search” button on the result page, the search screen reappears with our original search criteria, as we can see from the screen shot below. Press the “Clear Screen” button to remove existing search conditions.

The screenshot shows the "Laboratory Personnel License Search" page. At the top, there is a navigation bar with links: [California Home](#), [CDHS Home](#), [CDHS Comments](#), [CDHS Search](#), and [CDHS Organization](#). The date "Monday, September 18, 2006" is displayed on the right. Below the navigation bar is a banner with the text "Welcome to California" and a collage of California images. On the left side, there is a sidebar with links: [CDHS Home](#), [Printer Friendly Version](#), [Prevention Services Home Page](#), [Division of Laboratory Science Home Page](#), [Laboratory Field Services](#), and a **Tool Box** section containing an Adobe Acrobat Reader icon. The main content area is titled "Laboratory Field Services Branch" and "Laboratory Personnel License Search". It contains a search form with the following fields: "License Type" (a dropdown menu set to "MTE"), "License Number" (a text box containing "7654321"), "Last Name" (a text box), "First Name" (a text box), "Last Name Starting With" (a text box), and "Category" (a dropdown menu set to "(ALL)"). There are "Search" and "Clear Screen" buttons at the bottom of the form. A "Back to Main Page" link is also present. Two annotations are present: one pointing to the "Clear Screen" button with the text "Press the 'Clear Screen' button to clear existing search criteria", and another pointing to the "License Number" field with the text "Original search criteria".

California Home CDHS Home CDHS Comments CDHS Search CDHS Organization Monday, September 18, 2006

Welcome to California

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Tool Box

Adobe Acrobat Reader

Laboratory Field Services Branch

Laboratory Personnel License Search

☒ License Type MTE License Number 7654321
☐ Last Name First Name
☐ Last Name Starting With
Category (ALL)

Search Clear Screen Back to Main Page

Press the "Clear Screen" button to clear existing search criteria

Original search criteria

Search by Last Name, First Name and Category

This search requires that you have the exact spelling of the scientist's first and last name as well as the category of the license. If the category of the license is not known then leave the default category selection "(ALL)" as is to continue the search.

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Welcome to **California**

Laboratory Field Services Branch

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Tool Box

Adobe Acrobat Reader

The Adobe Reader is required to view documents on this website

My CA This Site

Laboratory Personnel License Search

☐ License Type **CLM** License Number

☒ Last Name First Name

☐ Last Name Starting With

Category **(ALL)**

Search **(ALL)**

CERTIFIED PHLEBOTOMY TECHNICIAN I
CERTIFIED PHLEBOTOMY TECHNICIAN II
CLINICAL CH
CLINICAL CH
CLINICAL CH
CLINICAL CH
CLINICAL CH
CLINICAL CYTOGENETICIST SCIENTIST
CLINICAL CYTOGENETICIST SCIENTIST TRAINEE
CLINICAL GENETIC MOLECULAR BIOLOGIST
CLINICAL GENETIC MOLECULAR BIOLOGIST SCIENTIST

Click on the second option

Enter first and last name

Optionally select a category

After entering the last name, first name and category, press the “Search” button. When the search results in multiple matches, you will be asked to select from a drop down list as we can see from the screen below. To view the licensing details, click on the arrow to review the possible candidates and select a name from the drop down.

This screenshot shows the 'Laboratory Personnel License Search' page. The header includes navigation links (California Home, CDHS Home, CDHS Comments, CDHS Search, CDHS Organization) and the date 'Monday, September 18, 2006'. A 'Welcome to California' banner is present. The left sidebar contains links to 'CDHS Home', 'Printer Friendly Version', 'Prevention Services Home Page', 'Division of Laboratory Science Home Page', 'Laboratory Field Services', and a 'Tool Box' with an Adobe Acrobat Reader icon. The main content area displays 'Laboratory Personnel License Search' with a search bar and a 'Search' button. Below the search bar, it says 'Search results in 4 matches.' and 'Select a name for details' with a dropdown arrow. A 'Return to Search' button and a 'Back to Main Page' link are also visible. A callout box with an arrow points to the dropdown arrow, containing the text: 'Click on the arrow to view the list of matching scientist names'.

This screenshot shows the same 'Laboratory Personnel License Search' page, but with the dropdown menu open. The dropdown list displays the following entries: 'Select a name for details', 'LEE, JAMES', 'LEE, JAMES', 'LEE, JAMES C', and 'LEE, JAMES S'. The entry 'LEE, JAMES C' is highlighted. A callout box with an arrow points to this highlighted entry, containing the text: 'Click on the desired entry'.

The above selection produces the following result. From the details shown below, we see that "James C Lee" has only one license. Had he had more, all other licenses information would have also been displayed here.

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Tool Box



The Adobe Reader is required to view several documents contained on this website

Laboratory Field Services Branch

My CA  This Site 

Laboratory Personnel License Search
 
License Details
Licensee: JAMES C LEE
License Number: CLM 88888888
License Title: CYTOTECHNOLOGIST
Status: Active
Issue Date/Last Renewal Date: 2/7/2006
Expiration Date: 1/31/2008
Grace Period Ends: 1/31/2008
End of License Details
 [Back to Main Page](#)

Search by Last Name and Category

This is the most generic of searches as all that is required is a partial last name and a category. From the page below we see that the search is performed using last name "jones" and a category of "Clinical Laboratory Scientist". This search could also be performed using a partial last name of "jon" or even just "j". The more specific the name then the less possible matches will be returned.

The screenshot shows the "Laboratory Personnel License Search" interface. At the top, there is a navigation bar with links: [California Home](#), [CDHS Home](#), [CDHS Comments](#), [CDHS Search](#), and [CDHS Organization](#). The date "Monday, September 18, 2006" is displayed on the right. Below the navigation bar is a "Welcome to California" banner with various scenic images. On the left side, there is a sidebar with links: [CDHS Home](#), [Printer Friendly Version](#), [Prevention Services Home Page](#), [Division of Laboratory Science Home Page](#), [Laboratory Field Services](#), and a "Tool Box" section containing an Adobe Acrobat Reader icon and a note: "The Adobe Reader is required to view several documents on this website". The main content area is titled "Laboratory Field Services Branch" and "Laboratory Personnel License Search". It features three search options: "License Type" (set to CLM), "Last Name" (with a text input field), and "Last Name Starting With" (with a text input field containing "jones"). The "Category" dropdown menu is set to "CLINICAL LABORATORY SCIENTIST". There are "Search", "Clear Screen", and "Back to Main Page" buttons. Three callout boxes with arrows provide instructions: "Click on the third option" points to the "Last Name Starting With" radio button; "Enter full or partial last name" points to the "Last Name Starting With" text input field; and "Optionally select a category" points to the "Category" dropdown menu.

From the result shown on the following page we see that there were 72 matches to the query. It should be noted again that if the partial name were used as suggested on the prior page, the query would have most certainly returned more records. Select the desired scientist name to view licensing details.

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Welcome to *California*

Laboratory Field Services Branch

Laboratory Personnel License Search

Search results in 72 matches.

Return to Search [Back to Main Page](#)

Select a name for details

- JONES, FRED A
- JONES, FREEMAN L
- JONES, GARY L
- JONES, GEORGIA H
- JONES, GERALD W
- JONES, GLORIA R
- JONES, JAMES D
- JONES, JAMES T
- JONES, JANE**
- JONES, JANET
- JONES, JEAN L

Select from the drop down list to view license details


CDHS Home
[Printer Friendly Version](#)

Prevention Services Home Page

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Tool Box



The Adobe Reader is required to view several documents contained on this website

The result of selecting from the drop down is shown below:

California Home CDHS Home CDHS Comments CDHS Search CDHS Organization Monday, September 18, 2006

Welcome to *California*

Laboratory Field Services Branch

Laboratory Personnel License Search

JONES, JANE

License Details

Licensee: JANE JONES
License Number: MTA 99999999
License Title: CLINICAL LABORATORY SCIENTIST
Status: Active
Issue Date/Last Renewal Date: 2/7/2006
Expiration Date: 12/31/2006
Grace Period Ends: 3/1/2007

End of License Details

Return to Search [Back to Main Page](#)

CDHS Home
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Tool Box



The Adobe Reader is required to view several documents contained on this website

Technical Support

Whom should I contact for help?

If you discover an error or have a concern about the validity of license information posted on this site, you can contact LFS Webmaster using the email link provided on the main page of this website. When referring to an individual's license record, please be sure to include that person's full name and license number. If you wish to discuss any issues that may require the inclusion of privacy or confidential data, please call the LFS main telephone line at 510-620-3800.